TOWN OF WINCHESTER – CITY OF WINSTED
Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

Minutes of Regular Meeting
Water & Sewer Commission
Town Hall, 338 Main Street
January 11, 2024

Chairman called the meeting to order at 6:05 pm. The following members were present: John Massicotte, Joe Lemelin (FaceTime), George Closson, Mike Farrell. Also, present was Director of Public Works Jim Rollins, Finance Director Ann Marie Rheault, Victor Dubourg, Alex Combes, Bill Hester, Rhonda Roy, and Heather Fox.

Public Input- none

I. Approval of minutes from Regular Meeting December 12, 2023, Motion: G. Closson to approve the minutes for December 12, 2023, seconded by J. Lemelin. Vote: all in favor-motion carried unanimous.

A. Report from Finance Director-

Fiscal 2024 Budget:

Sewer fund Budget: Dept 704-Revenue- Total revenue is $1,070,959.

Sewer Rents-Current YTD Revenue: $734,409  Sewer Rents Past Due: $93,119

Sanitation Plant Department-Department 315- Is at 34% of its budget. Year to date expenditures $345,069.

Pumping Station-Sewer Dept 316-Is at 22% of its budget. Year to date expenditures $97,892.

W.P.C.A.-Dept Is at 36% of its budget for the fiscal year. Year to date expenditures $315,694.

Debt Administration-913-Is at 71% of its budget for the fiscal year. Year to date expenditures $47,869.

Total Expenditures-$806,524.

Revenues-Water Works- Year to date Revenue-$918,645.

Water Rents Current-YTD Revenue-$761,110.

Water Rents Past Due-YTD Revenue-$84,732.

Water Works: Dept 317- Is at 34% of its budget for the fiscal year. Year to date $234,766.

Crystal Lake Water Plant: Dept 319-Is at 30% of its budget. Year to date $172,229.

Water Administration- Dept 321- Is at 37% of its budget. Year to date Expenditures $170,218.
Water Commission-Dept 322-Is at 42% of its budget. Year to date expenditures $203,589.

Total Expenditures-$807,875.

123 Water & Sewer Capital Improvements- Capitol Improvement spreadsheets provided by Ann Marie, there is a budget shortfall for sewer of $138,705 and a budget shortfall for water of $135,000. Further discussion to follow regarding funding.

Bank Balances-Sewer Fund- $825,911.30, Water Fund-$1,926,624.84.

Savings Balances: Sewer Fund- $278,611.84, Water Fund- $889,567.95.

B. Update on Electricity Analysis- Credits maxed out.

C. Surcharge from 2022-2023: J. Rollins- $35.00 of the $80.00 surcharge has not been spent this remaining balance will be eaten up by utility costs.

Motion: G. Closson to rescind surcharge refund, seconded by M. Farrell Vote: all in favor-motion carried unanimous.

D. 36 sewer assessments liens- Tabled

E. Sewer Plant Transfer Switch- Pending purchase order.

Motion: J. Lemelin made a motion to rescind $50,000 out of sewer savings account to put into sewer contingency line item for sewer transfer switch, seconded by J. Massicotte. Vote: all in favor-motion carried unanimous.

Motion: J. Lemelin made a motion to authorize a budgetary transfer of $14,000 from Pump Station Emergency Repairs 2-316-925-0002 to Sewer Plant Emergency Repairs 2-315-925-0002, seconded by M. Farrell Vote: all in favor-motion carried unanimous.

Motion: J. Lemelin made a motion to authorize a budgetary transfer of $50,000 from Sewer Contingency 2-317-835-0000 to Sewer Plant Emergency Repairs 2-315-925-0002, seconded by M. Farrell Vote: all in favor-motion carried, one abstained John Massicotte.

Motion: J. Lemelin made a motion to appropriate $50,000 from fund balance to Sewer Plant Emergency Repairs 2-315-925-0002 to cover a portion of the cost to replace the Switch Gear, seconded by M. Farrell Vote: all in favor-motion carried, one abstained John Massicotte.

Motion: J. Lemelin made a motion to authorize the transfer of $50,000 from the Sewer Savings account to the Sewer Operating Cash Account in an amount equal to the additional appropriation from fund balance for the Switchgear replacement, seconded by M. Farrell Vote: all in favor-motion carried unanimous.

Motion: J. Lemelin made a motion to appropriate $50,000 from fund balance to Sewer Plant Emergency Repairs 2-315-925-0002 to cover a portion of the cost to replace the Switch Gear, seconded by M. Farrell Vote: all in favor-motion carried, one abstained John Massicotte.

Motion: J. Lemelin made a motion to authorize the transfer of $50,000 from the Sewer Savings account to the Sewer Operating Cash Account in an amount equal to the additional appropriation from fund balance for the Switchgear replacement, seconded by M. Farrell Vote: all in favor-motion carried unanimous.


G. Tree Removal along 263-J. Rollins-will communicate with Eversource, not sure where property line is. Motion: M. Farrell made a motion to rescind transfer $41,000 from water savings for tree removal at the Water Plant to Water Commission Contingency line item 3-322-835-0000, seconded by J. Lemelin. Vote: all in favor-motion carried unanimous.
Motion: J. Massicotte made a motion to authorize a budgetary transfer of $41,000 from Water Plant Contingency 3-322-835-0000 to Transfer to Fund 123 CIP 3-322-875-0000 for Crystal Lake Tree Removal work not included in FY 2024 capital budget, seconded by M. Farrell Vote: all in favor - motion carried unanimous

H. Raz Pumps: has been delivered in service building, an indoor winter project.

I. Barkhamsted Water line drawing: J. Rollins- No update on drawing.

J. Water & Sewer Connection Fee Increase: V. Dubourg and A. Combs are doing research into other municipal connection fee rates. J. Massicotte we can have a separate meeting to go over fees.

K. Staffing Water & Sewer: Hired (2) Utility III, they have been busy.

L. Raw Water Pumps: No update

M. Housatonic Valley Walkway Status: J. Rollins has a meeting with Housatonic Valley on 1/12/2024. The only issue is an encroachment on watershed property with parking off Winchester Rd. Possible property line adjustment, J. Rollins will follow up.

N. Phone stipend: J. Massicotte asked about on call phone stipend, J. Rollins to follow up with Ann Marie.

O. Resolution Notices: Resolution of the Town of Winchester Water Sewer Commission concerning financing Water Main Improvements and Resolution of the Town of Winchester Water Sewer Commission to Address EPA/DPH Requirements for Lead Service Line Regulations

Motion: M. Farrell to authorize to move forward with both resolutions to present to the Board of Selectman. seconded by G. Closson. Vote: all in favor - motion carried unanimous.

P. E-One Pumps: Motion: J. Lemelin made a motion rescind transfer $56,000 from sewer savings for E-1 Pumps to WPCA contingency line item 2-317-835-0000, giving authorization for purchase, seconded by M. Farrell Vote: all in favor - motion carried, one abstained John Massicotte.

Motion: J. Lemelin made a motion to appropriate $56,000 from fund balance to transfer to fund 123 CIP account 2-317-875-0000 for the purchase of E-One pumps not previously budgeted for in the FY 2024 budget, seconded by M. Farrell Vote: all in favor - motion carried, one abstained John Massicotte.

Motion: J. Lemelin to authorize the transfer of $56,000 from the Sewer Savings account to the Sewer Operating Cash Account in an amount equal to the additional appropriation from fund balance for the purchase of 20 E-One pumps. Vote: all in favor - motion carried, one abstained John Massicotte

II. Items Working on for Summer and Fall

• PS #1 Sewer Plant: J. Rollins- replacement hood scheduled to be installed 1/17/24.

• PS #2 Danfield: J. Rollins- DOT requested drawing; worst case driveway would need to be raised 2” if need be.

III. Bill Adjustments: None
IV. **Director’s Report:**
- **Lake Street:** Sewer water found through top of road, damage caused by Eversource when new gas line was put in, Victor put in a bypass while Eversource and our Department made the repair. Eversource will be invoiced for labor and material.
- **Crystal Lake & Wallens Hill Tank Sites**- Working on plant controls and SCADA system.
- **Lead Service Inventory:** Pre submission meeting scheduled for January 19, 2024, and RFQ is out.
- **Sewer Assessment:** Keep assessment fee the same and owner does the installation, Water Works does the inspection.

V. **Old Business:**
- **ARPA Funds Phase I**- $350,000 sewer plant’s raw water pumps/$350,000 sewer pump station rehabilitations 12/6/21-no update.
- **ARPA Funds Phase II**- $450,000 sewer plant step screen/$250,000 sewer plant septage receiving station & other water & sewer capital projects 6/20/22-no update.
- **Sewer Plant Chains to be installed in the spring:** Still on for the spring.

VI. **New Business:** None

VII. **Adjournment: Motion:** J. Lemelin- made a motion to adjourn meeting at 8:10 pm, seconded by M. Farrell. **Vote:** all in favor-motion carried unanimous.

Minutes Respectfully Submitted,

Heather Fox

Minute Secretary